

**U.S. Department of State  
Bureau Arms Control, Verification and Compliance  
Office of Euro-Atlantic Security Affairs (AVC/ESA)**

**Background**

The Office of Euro-Atlantic Security Affairs (AVC/ESA) leads the Department on all matters relating to existing and prospective European and Euro-Atlantic arms control, nonproliferation, and disarmament agreements and security arrangements concerning conventional and non-strategic nuclear weapons and forces. This includes the Treaty on Conventional Armed Forces in Europe (CFE), the Vienna Document 1999 Confidence- and Security-Building Measures (CSBMs), the Treaty on Open Skies, and the arms control elements of the Dayton Peace Accords. The office directly supports the U.S. Missions to NATO and the European Union and the Bureau's Assistant Secretary as U.S. Chair of the NATO arms control committee. It provides the U.S. representative to the NATO Conventional Arms Control Task Force, the NATO Verification Coordinating Committee, and NATO committees on nuclear weapons forces and arms control. The office also supports engagement with the European Union on issues such as the U.S.-EU Verification Dialogue.

**Main Job Duties and Responsibilities**

- Formulate Department positions on Euro-Atlantic security issues and prepare position papers and background studies to serve as the basis for Presidential decisions on these matters, working closely with interagency partners.
- Contribute new thinking on the ways the United States can enhance its security and that of its allies and partners to meet 21<sup>st</sup> century challenges.
- Define information requirements; monitor and report on important Eurasian and global developments; analyze complex political, technical, and military issues; provide guidance to policymakers in interpreting and applying data; provide policymakers with authoritative written reports, oral briefings and discussions on major current and long-range policies of national and international scope and impact; and provide persuasive statements concerning critical policy issues to further understanding and agreement within the Department, the U.S. Government, Congress, and with the public and foreign negotiating partners.

**Qualifications/Selection Criteria**

- Expert in the fields of U.S. security policy and international affairs. Optimally, the applicant serves as a recognized authority in the analysis of national security and arms control issues and foreign policy in the area of nuclear and conventional arms, and international security relationships pertaining thereto.
- The applicant should have a good understanding of relevant U.S. military capabilities, as well as a solid background in current U.S. security policy, to be best equipped to provide expert policy advice and guidance on the implications of issues and developments related to conventional weapons and other multilateral security issues. Knowledge of the Department of Defense policymaking structure and weapons acquisition process is also important.

**U.S. Department of State  
Arms Control, Verification and Compliance  
Nuclear Risk Reduction Center (AVC/NRRC)**

**Background**

The U.S. Nuclear Risk Reduction Center in the Bureau of Arms Control, Verification and Compliance (AVC/NRRC) operates the United States' communications links used to exchange information with foreign governments in support of 15 arms control treaties and security-building agreements.

**Main Job Duties and Responsibilities**

- Analyze U.S. arms control treaties/agreements notification processes, from end to end, to identify areas with the greatest risk of deliberate or accidental data theft, corruption or manipulation and recommend technical and procedural changes to the manner in which we exchange data under the treaties and agreements to minimize those risks.
- Project current processes into more complex, multi-lateral environments, which may include states with greater cultural and technological differences, and recommend notification processes/systems with the greatest practical level of information assurance.
- Review of all USG direct communication links to discover any possible gaps or needless overlap. Recommend options to minimize the risk of accidental, criminal or adversary actions perpetrated by individuals or organizations internal or external to the system. Recommend which communications are most appropriate for which links, and propose appropriate backup and redundancy requirements for NRRC communication links.
- Propose improvements which will optimize the system to accommodate expanded (new agreements and new participants) and increasingly time sensitive requirements in a future environment which contains risks from accidents and actively hostile threats.

**Qualifications/Selection Criteria**

We are seeking an information security expert who also has a demonstrated ability to analyze procedures and processes in addition to the hardware and software of a complex communications network. The Fellow should be able to derive the extent of complexity (requirements, cultural and technological) of possible future arms control and confidence building agreements.

**U.S. Department of State  
Bureau of Arms Control, Verification and Compliance  
Office of Strategic Affairs (AVC/SA)**

**Background**

The Office of Strategic Affairs in the Bureau of Arms Control, Verification and Compliance (AVC/SA) supports negotiations and ratification efforts for bilateral and multilateral nuclear arms control agreements and develops initiatives designed to support U.S. engagement strategy through efforts to secure greater transparency into the nuclear stockpiles of declared and undeclared nuclear weapons states. The office will have two divisions with one focused on treaty verification and implementation and the other on strategic engagement. This position will be in the Strategic Engagement Division.

SA's Strategic Engagement Division is seeking to explore new arms control initiatives in East Asia with particular interest in undertaking new efforts to increase transparency with China. The combination of China's accelerating growth, the accompanying expansion of its strategic capabilities and interests, and the enduring U.S. strategic interest in East Asia place a premium on the development of confidence building measures that enhance regional stability and reduce the possibility of misperception or miscalculation during crisis situations.

**Main Job Duties and Responsibilities**

- Conducts research and prepares analysis on China's nuclear force structure, posture and doctrine.
- Conducts research and prepares analysis of Chinese security strategy and its impact on U.S. interests.
- Conducts research and prepares analysis on ballistic missiles and space launch vehicles.
- Responsible for monitoring military modernization trends and their impact on regional stability in East Asia.
- Conducts outreach to NGOs and academic institutions on strategic issues relating to the above duties.
- Supports policy initiatives developed to increase transparency with China on arms control issues.

**Qualifications/Selection Criteria**

- Applicant should be a Political Scientist, Historian or Nuclear Physicist with a background in security studies or international relations.
- Specialized experience in East Asian security affairs and regional military trends.
- Demonstrated ability to analyze ballistic missile, cruise missiles and weapons of mass destruction.
- Familiarity with Chinese strategic culture such that it yields insights into plausible confidence building measures.
- An understanding of nuclear deterrence and extended deterrence theories, strategic stability and escalation dynamics.

**U.S. Department of State  
Bureau of International Security and Nonproliferation  
Office of Conventional Arms Threat Reduction (ISN/CATR)**

**Background**

The Office of Conventional Arms Threat Reduction (ISN/CATR) has the State Department lead on diplomatic efforts related to non-proliferation of conventional weapons and related dual-use items. This office heads the U.S. Delegations to the 40-nation Wassenaar Arrangement General Working Group, and the Experts Group. CATR is responsible for the formulation, coordination and, implementation of U.S. policy on the transfer of conventional weapons and the technologies used to create them. ISN works closely with the International Community together with the Departments of Commerce, Defense, Homeland Security and Energy and relevant components of the United States Intelligence Community.

**Main Job Duties and Responsibilities**

- The Foster Fellow will act as an advisor and resource to the office, providing expertise in a wide variety of scientific fields related to non proliferation of conventional weapons systems
- The Foster Fellow will serve as a technical advisor for international negotiations that develop export regulations for cutting-edge dual-use goods and technologies and conventional arms.
- The FF will provide analysis on what hardware, software and technology exports are most important to control and on the appropriate control parameters.
- The Foster Fellow will participate in international negotiations to formulate control lists and export policy held at the Wassenaar Secretariat in Vienna Austria, three times each year.
- In this capacity, the Fellow will work with government and industry experts to develop recommendation (“Technical Proposals”) for change of the existing agreements. This would involve close liaison with other State Department offices, administrators and researchers in USG agencies, foreign embassy personnel, and officials in foreign governments.

**Qualifications/Selection Criteria**

- The Fellow should possess a technical background in any of the following fields: Electrical, Electronics, Aeronautical, Chemical or Mechanical Engineering, Physics, Chemistry, or Computer Science.
- Fellow should enjoy international travel, and working with scientist and technical experts from around the world.
- Fellow should be flexible, and able to work outside their basic technical area of expertise to provide liaison, non technical descriptions of technical topics and coordination with policy experts.

**U.S. Department of State  
Bureau of International Security and Nonproliferation  
Office of Counterproliferation Initiatives (ISN/CPI)**

**Background**

The Office of Counterproliferation Initiatives (ISN/CPI) leads State Department efforts in developing, implementing and improving counterproliferation programs and operations, including efforts to track and shut down proliferation networks worldwide. It is responsible for implementing Proliferation Security Initiative, plays a key role in the execution of Executive Order 13382 to block the assets of Weapons of Mass Destruction proliferators and their supporters, works to develop ways to address proliferation finance issues broadly, develops and implements defensive measures against states of proliferation concern, and supports other efforts, including sanctions, to interdict or deny shipments of WMD-related items and technologies and their means of delivery. In addition, it is responsible for implementing UN Security Council Resolutions relating to nonproliferation of WMD and their delivery systems. It works directly with the National Counterproliferation Center, the Intelligence Community, and the White House offices and other agencies, including the Departments of Defense, Treasury, Commerce, Homeland Security, and Justice to develop and implement appropriate diplomatic, defense, law enforcement, and rapid response options, and other international measures designed to combat the proliferation of weapons of mass destruction and their means of delivery.

**Main Job Duties and Responsibilities**

- Coordinate 1540 meetings, events, and trainings.
- Assist in the development of guidance for UN actions, initiating outreach programs in support of USG policy, and facilitating matching of donors with recipients for assistance in meeting resolution obligations.
- Provide background and support for multilateral negotiations involving UN Member States, international organizations, and non-governmental organizations worldwide.
- Track and write draft responses to requests for assistance from the U.S. Government and other governments on technical assistance to enable states to meet their 1540 requirements.
- Conduct research on the status of efforts to implement UNSCR 1540 and prepare briefings and papers, talking points, speeches, and Congressional testimony, as needed.

**Qualifications/Selection Criteria**

- Knowledge of the theories and principles of political science, international relations, economics, history, or other related disciplines.
- Knowledge of current U.S. foreign policy objectives and programs.
- Familiarity with the background of on-going USG nonproliferation and counterproliferation policies, Presidential initiatives, and negotiations.
- Skill in written and oral communications sufficiently proficient to create draft briefing documents, cables, memos, talking points or oral presentations to senior government officials or international representatives.

**U.S. Department of State  
Bureau of International Security and Nonproliferation  
Office of Nuclear Energy, Safety and Security (ISN/NESS)**

**Background**

The Office of Nuclear Energy, Safety and Security in the Bureau of International Security and Nonproliferation (ISN/NESS) is responsible for policy development, negotiation and coordination on a multilateral and bilateral basis of nuclear cooperation, export control, and reactor safety; physical protection and security of nuclear materials, facilities, and radiological sources; and supplier issues. The office coordinates many of its activities with other offices in ISN and relevant regional and functional bureaus in the State Department, the Department of Energy and National Nuclear Security Administration (DOE/NNSA), the Nuclear Regulatory Commission (NRC), the National Security Council (NSC), the International Atomic Energy Agency (IAEA), foreign government officials, industry, academia, and others.

**Main Job Duties and Responsibilities**

- Working with university faculties on international university-to-university relationship building in the field of nuclear engineering, safety and security, regulations, training, and nuclear infrastructure requirements;
- Contributing to the enhancement of international peaceful nuclear cooperation and development activities, through the strengthening of domestic, bilateral and multilateral relationships related to the peaceful uses of nuclear energy and the nuclear fuel cycle;
- Participating as needed in other office activities involving technical analyses of advanced fuel-cycle issues, international negotiations, and the nexus of peaceful nuclear cooperation and nonproliferation.

**Qualifications/Selection Criteria**

- Strong professional science or engineering background, including familiarity with the nuclear fuel cycle, nuclear technology, and related university and other training programs;
- Outstanding communication skills, especially with respect to the articulation of the needs of peaceful nuclear cooperation and development;
- Experience in liaising with senior university and departmental leadership to develop academic and outreach programs;
- Knowledge of U.S. laws, regulations, policy and procedures related to nuclear cooperation and nonproliferation;
- Ability to proactively initiate outreach programs with academia, industry, and the government and private sectors in the field of peaceful nuclear cooperation in the United States and abroad.

**U.S. Department of State  
Bureau of Political-Military Affairs  
Office of Plans, Policy, and Analysis (PM/PPA)**

**Background**

The Office of Plans, Policy, and Analysis in the Bureau of Political-Military Affairs (PM/PPA) provides advice and programmatic support on cross cutting political-military policy, planning, military assistance and global peacekeeping. PM/PPA seeks to institutionalize a close relationship between the Departments of State and Defense for these primary missions as well as in key interagency functional areas (e.g. Counterinsurgency, Security Sector Reform, Security Sector Assistance, etc.).

**Main Job Duties and Responsibilities**

- Serve as the primary interface between the PM Bureau and the Department of Defense (DoD) for cyberspace policy and cyberspace capability development.
- Work closely with DoD, particularly the U.S. Cyber Command, to deconflict and integrate issues arising from the emerging nexus of global networks and foreign policy.
- Interface regularly with DoD cyberspace capability developers to design collaborative and integrated U.S. capability solutions for cyberspace.

**Qualifications/Selection Criteria**

- Computer/Network Engineer or similar technical background
- Experience with the design and/or analysis of national-level infrastructure (water, power, communications) computer networks.